

For: State and County Offices

Queries to Identify Farms That Have Not Filed Acreage Reports for All Cropland on a Farm

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Farm Security and Rural Investment Act of 2002 provides that, beginning with the 2002 crop year, annual acreage reports are required for all cropland on a farm as a condition of the receipt of direct and counter-cyclical payments, loan deficiency payments (LDP's), and marketing assistance loans for that farm.

B Purpose

This notice:

- informs State and County Offices that a query has been developed to identify farms that have not filed an acreage report for all cropland on the farm
- provides instructions for running the query and preparing producer notification letters
- instructs County Offices, by using the query identified in paragraph 2 and the notification letter in Exhibit 1, to immediately notify applicable producers that an acreage report for all cropland on the farm has not been filed for their farm.

C Special Instructions

State Offices shall carefully monitor each Service Center, through DD, to ensure that:

- provisions of this notice are followed
- actions are timely completed.

Disposal Date	Distribution
December 1, 2003	State Offices; State Offices relay to County Offices

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2 Queries and Producer Notification Letters

A Processing Queries

To process the 2003 certification reminder letter process:

- select option 9 from Application Selection Menu FAX07001
- ENTER "TXFBRPT3,QRTXFBR3" on Common Management Menu MA0000
- PRESS "Enter".

Note: If a County Office has not loaded County Release No. 520, the County Office will get the following error message:

"QRY-1058 Options (123)
?.ME.C3M file level does not match query.
Select option 1 to continue processing queries."

Offices with more than 1 County Office on their automated system must complete these instructions for each county.

B Query List

A query list will print each operator or owner/operator and applicable FSN for which a notification letter will be generated.

C Printing Notification Letters

Notification letters (Exhibit 1) will be generated for each operator or owner/operator on farms that the reported acreage is less than the total cropland on a farm. This notification letter will include all FSN's for which the owner/operator has not accounted for all the cropland.

County Offices shall enter the desired printer ID and PRESS "Enter".

D Comparison Listing

A query list will print each farm number that has 2003 reported acres certified greater than the cropland and has grass (code 102), pecans (code 146), and/or mixed forage certified on the farm. County Offices can use this as a tool to research the farm to ensure that all cropland has been accounted for in an acreage report certification. In some cases, crops are certified on noncropland and the County Office has not accounted for all acreage on cropland.

E Mailing Notification Letters

County Offices shall mail notification letters immediately upon receipt of this notice and queries. The queries will be transmitted to State and County Offices from ITSD.

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3 County Office Action

A Notification Letters

County Offices shall:

- follow the instructions in paragraph 2 for running the query
- prepare and distribute notification letters immediately upon receipt of this notice
- attach a copy of the notification letters to the query printout, and file in the 2003 program year CP-1 as verification that the documents were mailed.

Example of Producer Notification Letter

Date

Mr./Mrs. (Owner/Operator)
9834 Jodphur Ave.
Waldorf, MD 12345

Dear (Owner/Operator):

The Farm Security and Rural Investment Act of 2002 (the 2002 Act) provides that annual acreage reports are required for all cropland on a farm as a condition of the receipt of direct and counter-cyclical payments, loan deficiency payments (LDP's), and marketing assistance loans for that farm. To comply with this provision, acreage reports indicating uses of all cropland on a farm must be filed by the applicable reporting dates established in your State. Acreage reports filed after the applicable final reporting date may be accepted if all requirements are met and you pay a late-filed fee.

Our records indicate that an acreage report for 2003 has not been filed for all of the cropland on the following farm number(s):

Unless you file an acreage report for all cropland on the applicable farm, you:

- **will not** receive your final 2003 direct payments and 2003 counter-cyclical payments
- **will be required to refund** the 2003 advance direct payments, marketing loan gains, LDP's, and any outstanding loans.

Please contact this office to file an acreage report for your farm(s).

Sincerely,

/s/ Tom D. Director

Tom D. Director
County Executive Director
Charles County FSA Office

Enclosures